

City of North Little Rock Event Application Process

The City of North Little Rock has a variety of public spaces that provide the ideal setting for public events of all sizes. The City is "people-oriented" and encourages the use of its parks and other public facilities for the pleasure and enjoyment of the people of Central Arkansas. A successful event requires proper planning and preparation to insure the safety and convenience of the event participants and the general public. Enjoy North Little Rock safely.

Events that must be approved:

Any function to be conducted on any property or other facility of the City must be pre-approved, if the event:

1. Will require the closure or obstruction of any public streets or right-of-way; or
2. Attendance of more than 300 people at the same time is anticipated; or
3. Alcoholic beverages will be sold, served, or allowed; or
4. The management of the public facility requires event pre-approval or
5. Fireworks or pyrotechnics are planned.

Event Approval Process:

1. A Reservation Request and an original Event Application and four (4) copies must be submitted to the City Department managing the public property or facility at least sixty (60) days in advance. Normally, this will be one of the following:

Neighborhood Services Department (City Hall, 300 Main Street;
501-340-5394)

Parks and Recreation Department (2700 Willow Street;
501-791-8538)

Senior Citizens Center (401 West Pershing; 501-975-4297)

Advertising and Promotion (Burns Park; 501-758-1424)

Laman Library (2800 Orange; 501-758-1720)

Depending upon event size, the approval process may take up to thirty (30) days.

2. The managing City Department will review the *Reservation Request* for facility availability and, if available, begin the *Event Application* process. The managing City Department will evaluate the application for compliance with facility permitted uses and other facility requirements and/or restrictions. Applications not meeting compliance will be returned to the applicant stating the reason for denial. If application meets requirements of facility or property the managing City Department will

send copies of applications within five (5) business days to the other reviewing departments for review.

3. The Fire Department will evaluate the application for occupancy limits, fire or explosion hazards, emergency access and exit, and other provisions of the Fire Code, as well as, the need for on-site medical personnel. If you have questions contact the Fire Marshall's office at 501-812-5942.
4. The Traffic Services Department will evaluate the application for traffic congestion and public convenience issues, appropriate marking, signage, and/or barricading of closed streets or traffic lanes. A charge may apply if the Traffic Services department must erect traffic control devices. For information contact the department at 501-371-8345.
5. The Police Department will review the security plan for the event. Most all events will require at least one officer to provide security and/or traffic control. The total number of officers required will be determined by the type of event, the number of people expected to attend, and if alcoholic beverages are being sold. Arrangements for police services must be made with the police department. The cost averages about \$30 per hour for each officer needed. For more information regarding security requirements or to arrange security, contact the Patrol Commander's office at 501-771-7171.
6. The reviewing departments will return the application form with authorized signature indicating approval, conditions, or reason for denial to the managing department within five (5) business days of receipt.
7. The applicant may appeal a denial to the department head of the denying department.

Approved Applications

The applicant is responsible for ensuring that the provisions and conditions listed on the approved *Event Application* are provided. The applicant shall maintain a copy of the approved application on the event site during the event. The failure to comply with the provisions and conditions may result in the cancellation of the event.

Large Events

Large events such as parades, festivals, and sporting tournaments may take much longer than sixty days to plan. Applications for these events should be submitted as early as possible and at least six (6) months in advance.

Have a great time in North Little Rock!

City of North Little Rock
Event Application

Applicant:

Name: _____ Phone: _____

Address _____

City: _____ State: _____ ZIP: _____

Organization: _____

Address: _____

City: _____ State: _____ ZIP: _____

Chief Officer (local) _____

Title _____ Phone _____

Has the applicant conducted previous events: _____ When _____

Where: _____

Event:

Location: _____

Date(s) _____ Time Begin _____ Time End _____

Description of event: _____

Attendance estimate: _____ Expected age range _____

Will alcoholic beverages be: sold? _____ served? _____ allowed? _____

Alcohol Beverage Control permit holder: _____

Charity benefiting from Alcoholic Beverage Sales: _____

Is this event open for public attendance? _____ Paid Admission required? _____

Has this event been held before? _____ When _____

Event Manager(must be on site) _____ Cell Phone _____

Security and Safety:

Describe the security and safety plan for the event, in detail. Attach additional sheets, if necessary. If you need help in developing a plan, you may contact the North Little Rock Police department at 501-771-7171. (Not necessary on all events)

The onsite event manager must have available immediate phone access and phone numbers to contact emergency personnel if not stationed at event.

Emergency Medical:

Will emergency medical providers be stationed at the event? Yes No
(may be required for some events)

Have provisions been made in the event plan to allow easy access for medical personnel and other responders in case of an emergency? Yes No

Please describe plan: _____

Traffic:

What is the parking plan for the event? Attach additional sheets, as necessary.

Will the event require the closing or obstruction of any public streets? Yes No
If yes, attach detailed description and maps of necessary closure or obstruction.

Sanitation:

Will toilet facilities be available? Yes No

Will portable toilets be used? Yes No Number anticipated____

Describe the number and location of additional receptacles for trash and other refuse if needed or required.

What provisions have been made for cleaning and restoration of the facility and/or area after the event? (including parking and egress/ingress areas)

****Applicant is responsible for cleanup****

Review/Approval:

The facility is available and the event is an appropriate use.

Facility management: _____ Date: _____

Forwarded to police, fire, and traffic for review. Date _____

The safety and security plan (as proposed) (as amended and attached) is acceptable.

Police Department: _____ Date: _____

The emergency plan (as proposed) (as amended and attached) is acceptable.

Fire Department: _____ Date: _____

The traffic plan (as proposed) (as amended and attached) is acceptable. (only required if street closures are planned)

Traffic Services: _____ Date: _____

The event is approved with the conditions and plans set forth.

Approval authority: _____ **Date:** _____